

Request for Concept Papers USAID/Guatemala No. No. 520-A-11-01
Expanding Participation of People with Disabilities
Issuance Date of This Solicitation: November 22, 2010
Deadline to Receive Concept Papers at USAID/Guatemala: March 31, 2011, not
later than 10:00 a.m. local time

I. Purpose Statement

The United States Agency for International Development Washington Democracy, Conflict and Humanitarian Assistance, Office of Democracy and Governance, DCHA/DG, through (USAID)/Guatemala is seeking applications to **increase participation of people with disabilities** (PWDs) in USAID activities and strengthen the capacities of disabled people's organizations (DPOs) in Guatemala.

Funds should be used to support activities and projects that will increase the participation of people with disabilities within the strategies and projects of USAID/Guatemala.

Program areas could include, but are not limited to, education, health, government, civil society building, rule of law, HIV/AIDS, and employment opportunities. Capacity building programs for DPOs may include organizational capacity, advocacy efforts, coordination, and leadership.

Subject to the availability of funds, the total estimated level of funding available for all awards **worldwide** is approximately \$3,000,000 over an 18-24 month period to be provided by the Democracy, Conflict and Humanitarian Assistance, Office of Democracy and Governance, (DCHA/DG),.

We expect to fund individual programs in an amount **ranging from \$20,000 to \$300,000**. Applications should be from qualified U.S. or non-U.S. entities, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, and relevant special interest associations. Awards to U.S. organizations will be administered in accordance with (1) 22 C.F.R. 226, (2) OMB Circulars and (3) the USAID Standard Provisions for U.S. Nongovernmental Recipients. Awards to non-U.S. organizations will be administered in accordance with USAID Standard Provisions for Non-U.S. Non-governmental Recipients.

Additional information on funding and the concept paper process can be found at the end of this solicitation.

II. Background

According to the World Health Organization (WHO), approximately 10% of any population has some form of disability with a higher incidence of disability in countries that are post conflict. Therefore, it is estimated that 600 million people throughout the world have a disability and 400 million of those are living within developing nations.

People with disabilities have been marginalized from traditional development activities due to discrimination or inadvertent barriers, which have limited their access to health care services, education, employment, and civil society integration.

Previously, emphasis was put on developing separate programs for persons with disability rather than trying to integrate them into existing development activities. Although it may be

necessary at times to develop separate programs designed to address some specific needs of people with disabilities, it is also extremely important to find innovative ways to include people with disabilities in general development cooperation in order to ensure access to and benefit from a wider variety of services.

In September 1997, USAID adopted a policy that advanced a clear vision and framework for the Agency's efforts in the area of disability. The policy states that USAID will not discriminate against people with disabilities and will work to ensure the inclusion of people with disabilities in USAID-funded programs and activities. The policy also calls on USAID missions to reach out to partners, host country counterparts, and other donors to lead a collaborative effort to end discrimination against, and promote equal opportunity for, persons with disabilities.

Since 2005, the Disability Fund has awarded over \$18 million USD supporting over 53 projects in 43 countries.

III. Areas of Interest

The two main objectives are to increase participation of people with disabilities in current USAID programs and strengthen the capacity of disabled people's organizations (DPOs). Ideally, activities should complement USAID/Guatemala strategic objectives. The lists provided under each heading are only illustrative - other innovative ideas are welcome.

A. Increase participation of people with disabilities in current USAID programs.

Examples:

- 1) Promote participation of people with disabilities in the democratic process and elections.
- 2) Promote inclusion of participation of people with disabilities in HIV/AIDS awareness raising and education programs.
- 3) Foster inclusion of children with disabilities in education programs.
- 4) Increase employment and economic opportunities for people with disabilities.
- 5) Build capacity of humanitarian relief workers and first responders to better incorporate the needs of people with disabilities in all disaster relief planning.
- 6) Improve laws and policies within country that better reflect the inclusion of people with disabilities.

B. Strengthen the capacity of disabled persons organizations (DPOs).

Examples:

- 1) Improving the organizational capacity, financial management, human/material resources, strategic planning, fundraising, leadership and coordination of DPOs.
- 2) Building advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host government and other donors.

IV. Available Funds

Individual concept papers of \$20,000 to \$300,000 will be considered. Any requests over \$300,000 for the total project period will not be reviewed. Concept papers will be considered for "one time grants", with no expectations for follow-on funding.

V. Concept Paper Process

1. This document is considered to be the request for concept papers. USAID/Guatemala will review and evaluate concept papers. USAID/Guatemala will evaluate concept papers utilizing the evaluation criteria included below.
2. USAID/Guatemala will send the concept paper(s) to USAID/W DCHA Office after an internal review process following the evaluation criteria included in this document for funding consideration. Applications must be submitted in English and use the attached application form.
3. A review panel in USAID/W will select concept papers submitted by USAID/Guatemala and will approve allocation of funds to USAID/Guatemala according to the results of that process.
4. **Final negotiations, awards and management** will be the responsibility of USAID/Guatemala.

USAID reserves the right to fund any or none of the concept papers submitted as a response to this Request.

IMPORTANT:

Concept papers for projects and or activities in Guatemala should be submitted any time between the date of issuance of this Solicitation of Concept Papers described in Page No. 1 of this document and March 31, 2011 not later than 10:00 am local time. Concept papers will be reviewed on a first-come first-serve basis and. The standard application form must be used respecting the eight-page limit. Non-conforming concept papers will not be reviewed.

Organizations that have an on-going program funded through the Disability Fund must first complete the existing project prior to requesting additional funding.

EVALUATION CRITERIA

USAID will use the following criteria in reviewing concept papers:

I. INFORMATION ABOUT THE APPLICANT (20 points)

To receive a full score of 20 points the organization will have:

1. Extensive involvement in disability or be a Disabled People's Organization.
2. Previous experience in project management or managing activities related to those proposed in the concept paper.
3. A mission, objectives and orientation that is in line with proposed activities.

II. PROJECT DESCRIPTION [60 points]

To receive a full score of 60 points the project must:

1. Show a clear link between the described need and the proposed activities.
2. Describe the impact on existing USAID programs, activities or strategies.
3. Define who will benefit from the project (able-bodied, persons with disability, sex).
4. Provide and activity schedule that is well-defined and realistic.

5. Indicate what indicators (beyond the core indicators under IIP 3.3.2) will be used to show the project was a success.

III. INTEGRATION OF PERSONS WITH DISABILITY (20 points)

To receive a full score of 20 points the organization will:

1. Show evidence of linkages with existing disability programs or organizations.
2. Illustrate how people with disabilities have been/will be involved in the design, implementation and evaluation of the program.
3. Ensure that women with disability will participate in and benefit from activities.

OTHER INFORMATION

Issuance of this announcement does not constitute an award commitment on the part of the US Government, nor does it commit the US Government to pay for costs incurred in the preparation and submission of a concept paper or an application. In addition, final award of any resultant grant(s) cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures and successful evaluation of concept papers or applications are fully completed. While it is anticipated that these procedures will be successfully completed, potential applicant is hereby notified of these requirements and conditions for award. Concept Papers and applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

CONCEPT PAPER SUBMISSION

USAID/Guatemala will receive concept papers subject to the availability of funds. This solicitation and any resulting award are authorized in accordance with the Foreign Assistance Act of 1961, as amended.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the agreement when awarded.

Please refer to Section IV above for information regarding availability of funds for this Program. USAID reserves the right to fund any or none of the concept papers to be submitted.

If you decide to submit a concept paper, it should be received by the closing date and time indicated at the top of this cover letter via e-mail attachment to Patricia Sigui at psigui@usaid.gov, Office of Acquisition and Assistance, USAID/Guatemala. Modifications to your concept paper (if any) thereof shall be submitted also to the email address provided above in order to expedite the process. Concept Papers which are incomplete are not directly responsive to the terms, conditions; specifications and provisions of this solicitation package may be categorized as non-responsive and eliminated from further consideration. Applications that are submitted late or are incomplete run the risk of not being considered in the review

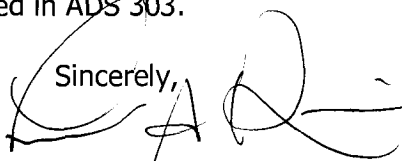
process. Late applications will be considered for award only if the Agreement Officer determines it is in the Government's interest.

Any questions concerning this document must be submitted in writing to Ms. Patricia Sigui at psigui@usaid.gov.

If it is determined that the answer to any question(s) is of sufficient importance to warrant notification to all prospective recipients, a questions and answer document, and/or if needed, an amendment to the document, will be issued. Therefore, questions should be submitted no later than close of business February 15, 2011.

Applicants are requested to submit both technical and cost portions of their concept papers in the attached application form. Award will be made to that responsible applicant whose application offers the greatest value to the U.S. Government and after satisfactory determination of responsibility as required in ADS 303.

Sincerely,

A handwritten signature in black ink, appearing to read 'Luis A. Rivera', is written over the word 'Sincerely,'.

Luis A. Rivera
Regional Agreement Officer
USAID/El Salvador